

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the service I received on [specific date] at [location or service point].

During my visit, I encountered several issues, including [briefly describe the problems, e.g., long wait times, unhelpful staff, incorrect orders, etc.]. Unfortunately, this experience did not meet my expectations based on previous interactions or your company's reputation. I believe that customer service is crucial, and my experience was not reflective of the standards I have come to expect from [Company Name]. I would appreciate it if you could look into this matter and provide a resolution.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,  
[Your Name]